How to Adjust ICD-9 Coded Claims to Create Test ICD-10 Coded Professional Claims

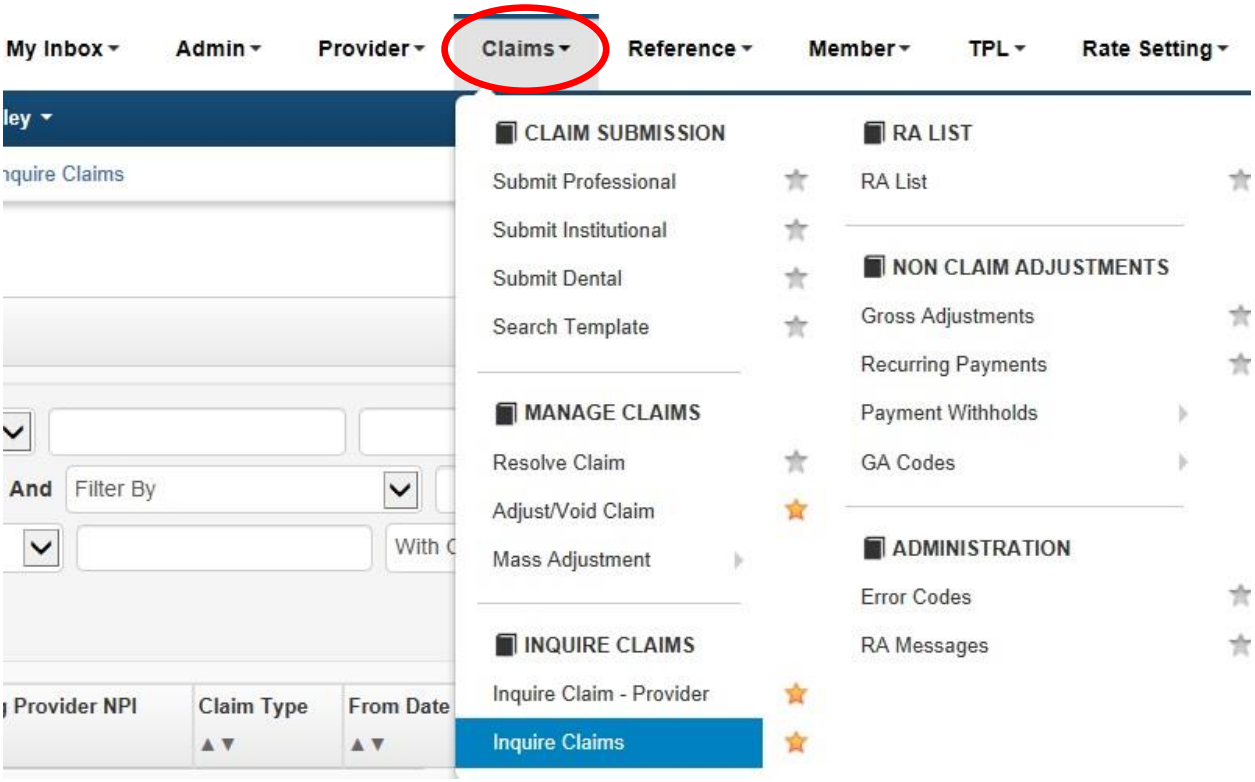
Important considerations when working in the *CHAMPS – ICD10 Parallel/B2B* test system:

a) MDCH anticipates that providers using this test system are experienced with SSO access, and are knowledgeable in how to navigate and work within the production CHAMPS system. Providers unfamiliar with the application should consult experienced associates within their organization.
b) The test claims and any changes you enter in the *CHAMPS - ICD10 Parallel/B2B* Test system will **NOT** post to the CHAMPS production system.
c) Please caution your associates to be careful selecting an application when using SSO, to insure they submit production claims in the CHAMPS system, and only test claims in the *CHAMPS - ICD10 Parallel/B2B* system.
d) If desired, you may create a complete test claim (Professional, Dental, or Institutional) in the same way you would create a real-life claim in the production CHAMPS system. The following procedure allows you to make use of prior paid claims to aid in creating test ICD-10 Professional claims. The paid claims history available within the B2B Test system consists of claims paid in the production CHAMPS system within the date-of-service range of January 1st through June 30th, 2013.
e) The procedure to create an Institutional or Dental claim varies somewhat from the following; please use the appropriate method for the type of claim you normally submit, and contact MDCH-B2B-Testing@michigan.gov if you have difficulty.
f) The "dummy" ICD-10 implementation date, used only within the B2B Test system, is October 1st, ***2013***. As announced by CMS, the national implementation of ICD-10 code usage will be October 1st, 2014.
g) Do not close a window by clicking the X in the upper-right hand corner of the window, the underlying window will remain disabled and you'll have to re-login.

Please use the following to create a test Professional ICD-10 coded claim from a prior paid claim.

1. Login to the State of Michigan Single Sign-On @ https://sso.state.mi.us/ and select the *CHAMPS - ICD10 Parallel/B2B* application.

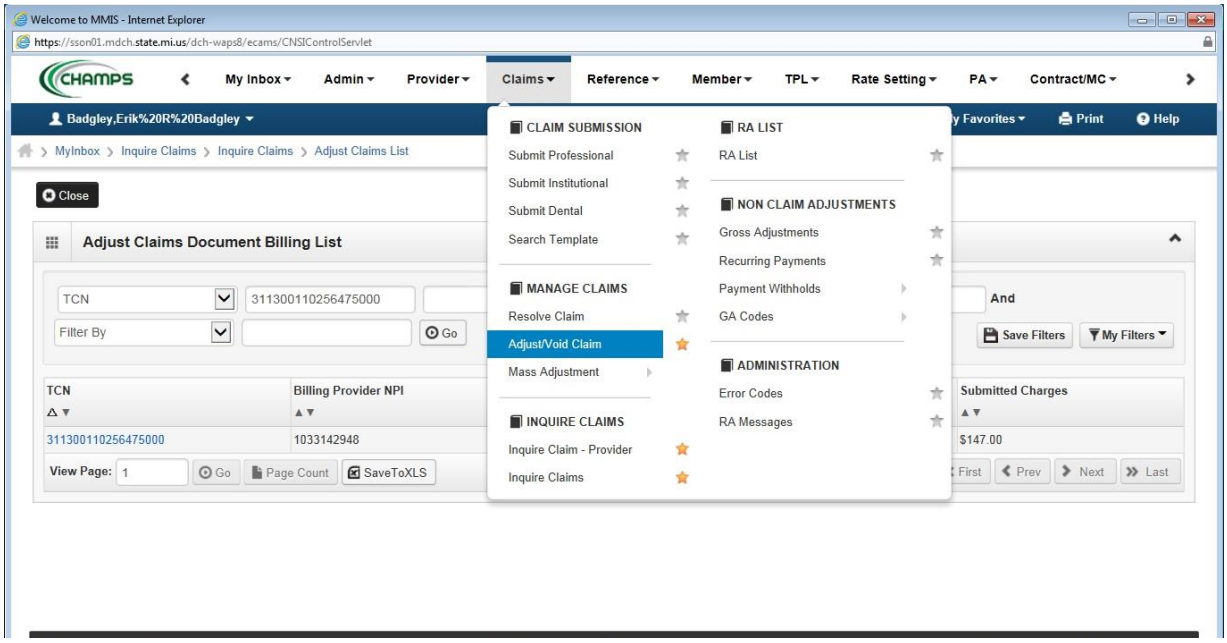
2. Select a Claim to adjust. Click on the *Claims* tab and select *Inquire Claims.* (NOTE: You may create a favorite by highlighting the star to the right of this selection. This will create the *Select Favorite* shortcut available to you at the next time you login.) The CHAMPS - ICD10 Parallel/B2B System has paid claims within the date range of January 1st through June 30th, 2013. These previously-paid claims are available for creating your ICD-10 test claims. However, beneficiaries who were eligible under MA during early 2013 may subsequently have been changed to Managed Care eligibility: we suggest you verify eligibility when you select a paid claim to modify for ICD-10 testing.



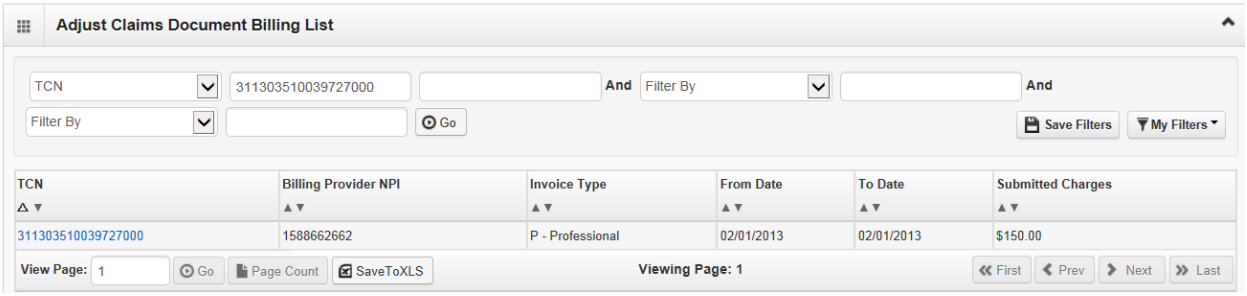
3. Set Filters as follows:
   a. Enter a *Claim Type* of P, I or D (Professional, Institutional or Dental)
   b. Enter *From/To Dates* of any interval from 01/01/2013 through 06/30/2013
   c. Select *Paid* from *With Claim Status* list
   d. Select *RA Generated* from *With Processing Status* list
   e. Select *All* from *Last 6 Months* list

4. Select *GO* and then choose any of the returned results. Make sure it has ICD-9 codes(and verify eligibility). Make note of the TCN number for the claim you chose: you will need it in the steps that follow. After you've made note of the TCN number, click the *Close* button (do not close the window by clicking the X in the upper-right hand corner of the window, the underlying window will remain disabled and you'll have to re-login).

5. Now that you've selected the claim that you want to modify, click on the *Claims* tab and select *Adjust/Void Claim.*



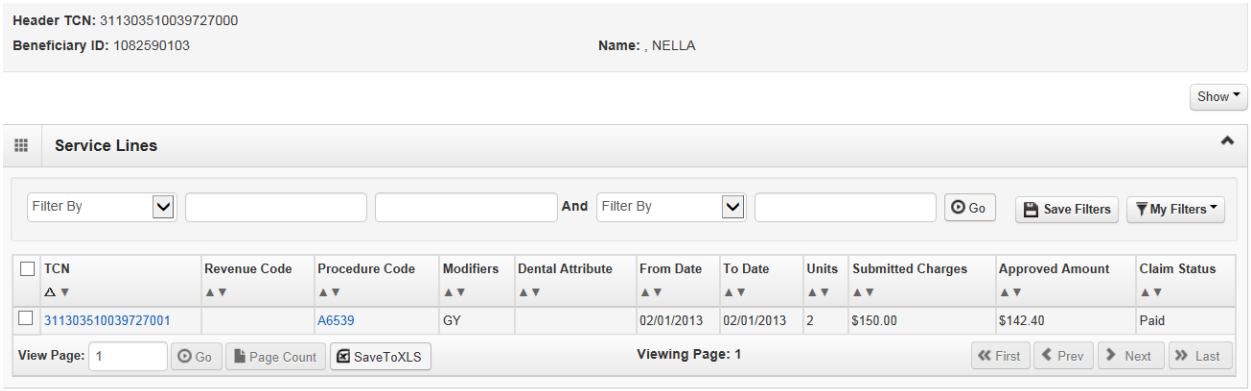
6. Filter by TCN. Enter the TCN which you noted in Step 4. Select *Go*.



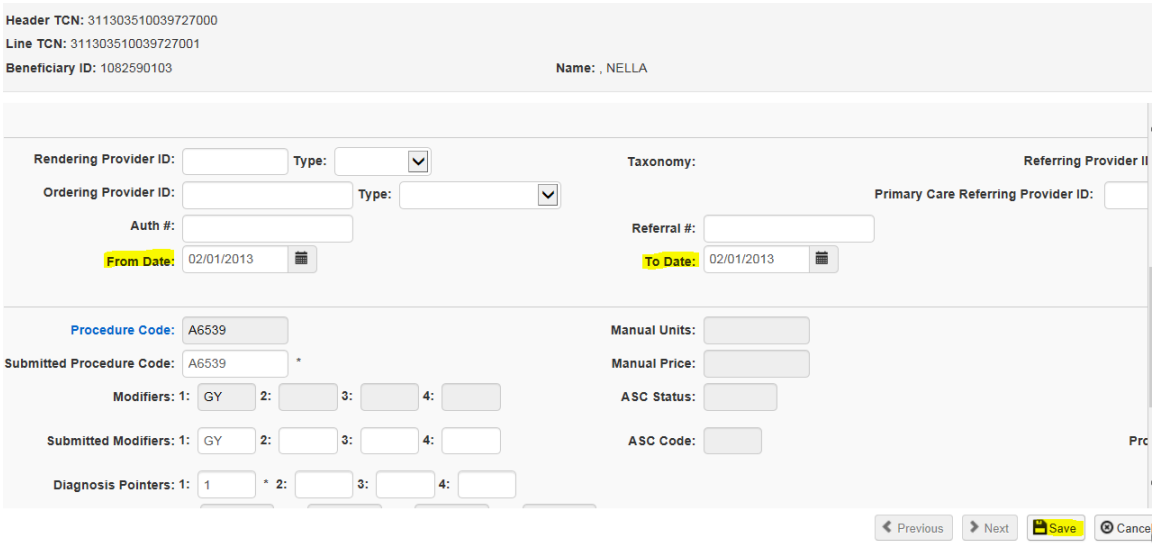
7. Click on the TCN in the search results to view the Header Details. You will see another window pop up. This will be referred to as the Header Details window.

8. Change the date of service to 10/1/***2013*** or later.

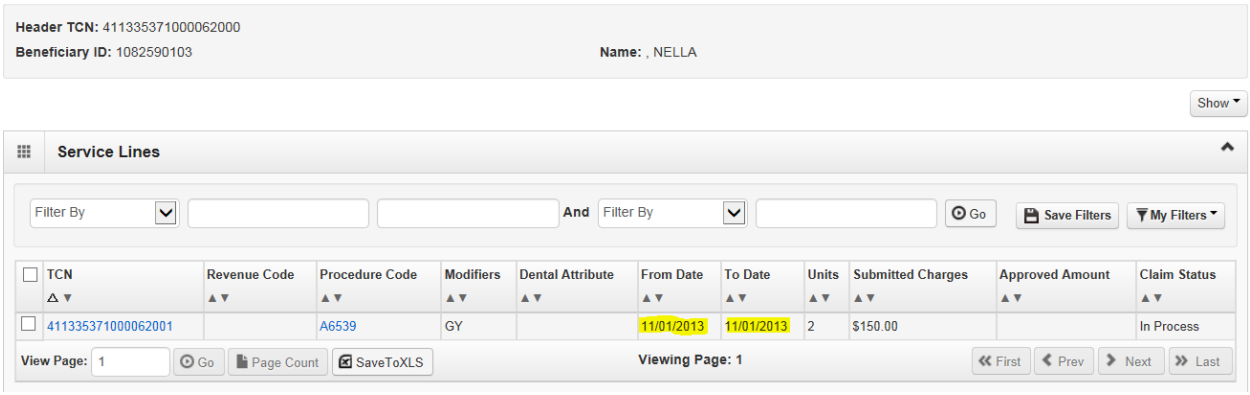
   a. Select the Icon located in the upper right-hand corner of the Header Details window. This should take you to the Service Lines View (see below).



   b. Click on each TCN number link for each service line. Scroll down and change the *From Date* and *To Date* to be on, or after, the B2B Test system's ICD-10 implementation date of 10/1/***2013***. (This fictitious implementation date is only for use in the B2B Test system).

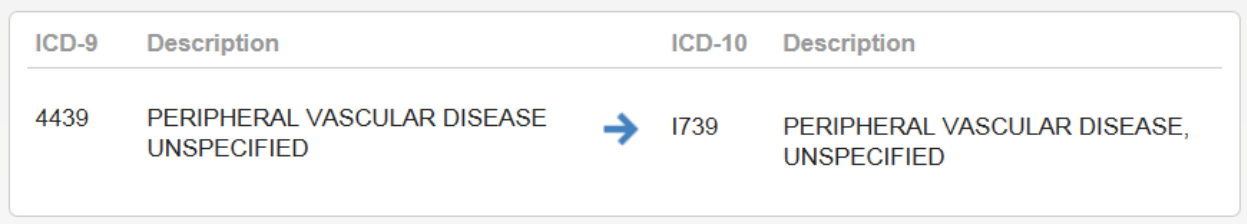


c. Select *Save*, then *Cancel* to exit the screen. If successful, you will see the new *From Date* and *To Date* on the Service Lines Screen.

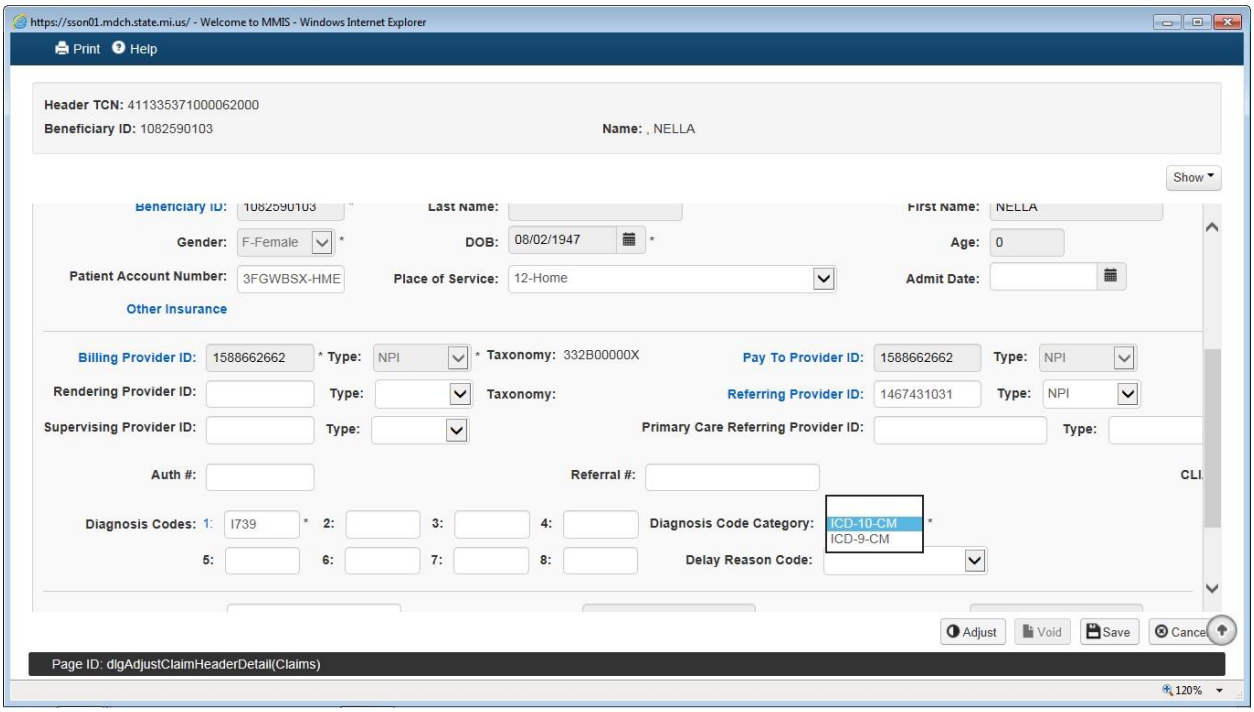


d. Select *Cancel* one more time to return to the Header Details Screen.

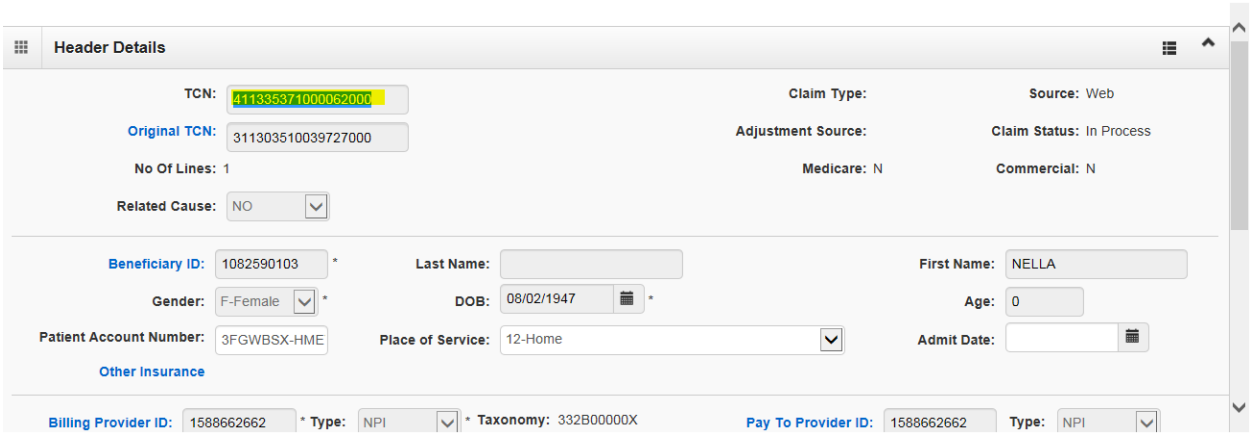
9. Perform the ICD-9 to ICD-10 Conversion.
   a. On the Header Detail Screen, replace the listed ICD-9 Diagnosis Codes with the comparable ICD-10 codes. In this example, the ICD-10 code substituted for 4439 is I739.



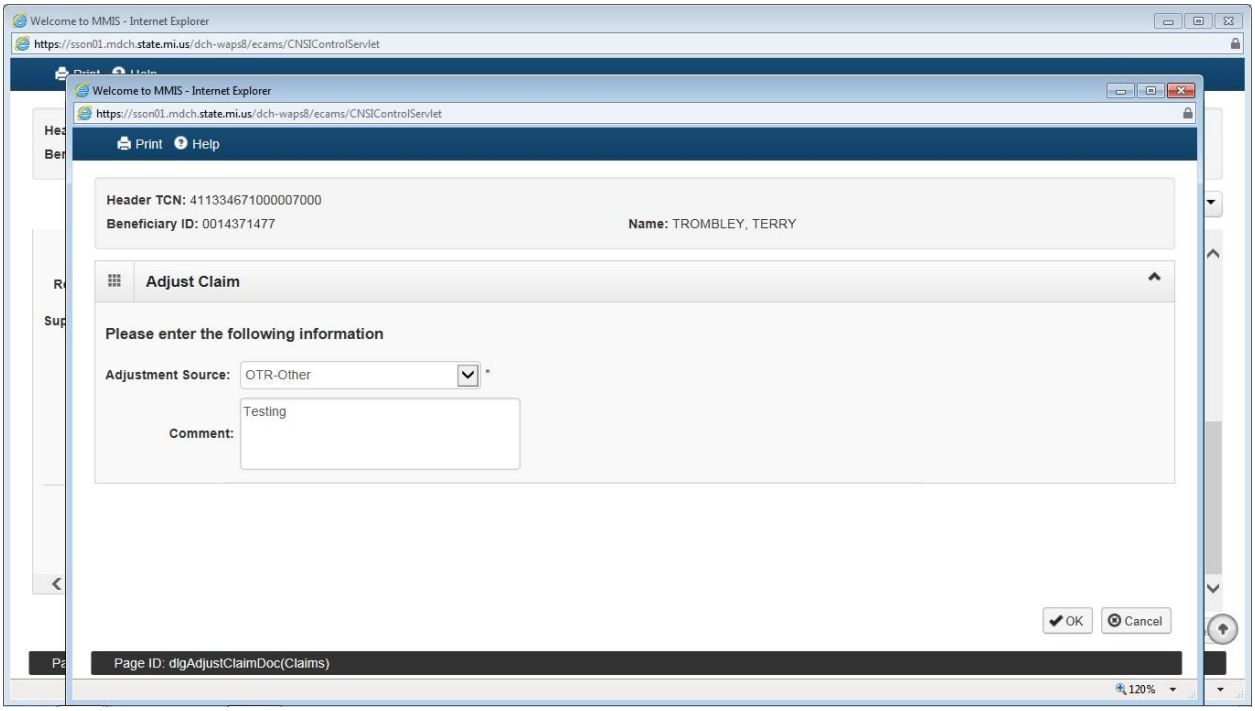
b. Select *ICD-10-CM* from the *Diagnosis Code Category* dropdown as shown below. Select *Save* and make note of the new TCN number at the top left of the page. You will need this TCN number for the steps that follow.



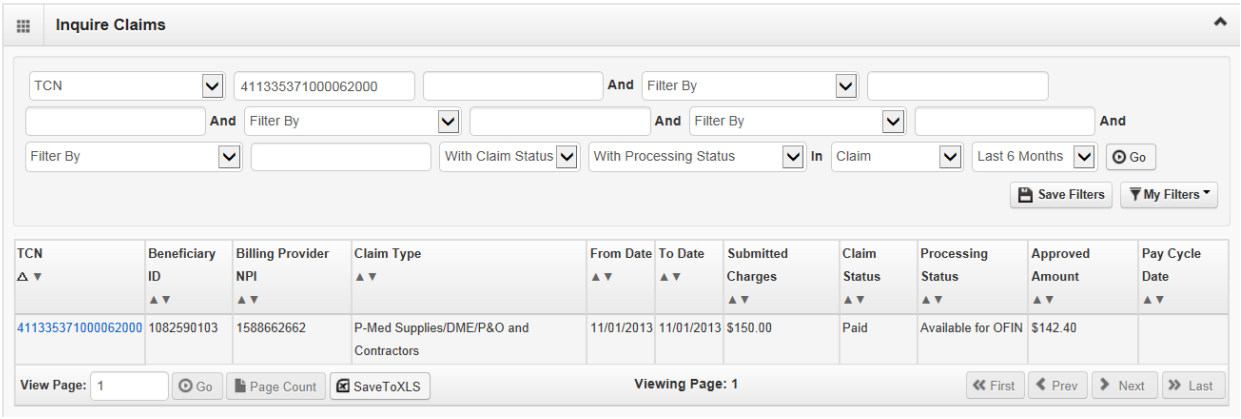
NOTE: Although the new TCN number (Denoted *TCN* as highlighted below) has been generated after the save, it will not be final until you select *Adjust* in the next step.



10. Select *Adjust.* On the next page, enter *OTR Other* from the *Adjustment Source* dropdown. Add "ICD9 to ICD10 Testing" to the *Comments* field. Select *OK* to submit.



11. Now Check the Status of your claim. Go to Claims >> Inquire Claims. Enter Filter by TCN and enter the New TCN number from Step 10.



The desired result should be a Paid Claim in the B2B test system.

Reminders:

1. The test claims you prepare in the above manner, and any changes you enter in the B2B Test system, will **NOT** post to the CHAMPS production system.
2. The paid claims history available within the B2B Test system consists of Professional claims paid in the production CHAMPS system within the date-of-service range of January 1st through June 30th, 2013.
3. The "dummy" ICD-10 implementation date used within the B2B Test system is 10/1/***2013***.
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8. Do not close a window by clicking the X in the upper-right hand corner of the window, the underlying window will remain disabled and you'll have to re-login.

If you have a question regarding creation of a test claim, please send an email to:

MDCH-B2B-Testing@michigan.gov